

MINUTES
GREEN BAY HOUSING AUTHORITY
Thursday, August 17, 2017, 10:30 a.m.
1424 Admiral Court, Second Floor Reading Room
Green Bay, WI 54303

MEMBERS: Terri Refsguard, Nathalie Lund and Stephen Srubas

MEMBERS ABSENT: William VandeCastle- Chair

MEMBERS EXCUSED: Sandra Popp

OTHERS PRESENT: Robyn Hallet, Cheryl Renier-Wigg, Ka Vang, Jayme Valentine and Jane Fitzpatrick

APPROVAL OF MINUTES:

1. Approval of the July 20, 2017, minutes of the Green Bay Housing Authority. (0:00:02)

A motion was made by T. Refsguard and seconded by N. Lund to approve the July 20, 2017, minutes of the Green Bay Housing Authority.

ELECTION OF VICE-CHAIR: (0:00:55)

R. Hallet stated that since the B. Hansen stepped down, a new vice-chair is needed. This item was tabled until the September meeting so that the absent board members would be able to participate in the election.

COMMUNICATIONS:

None.

OLD BUSINESS:

2. Consideration with possible action on the request by Ald. Andy Nicholson to the Personnel Committee regarding combining the Green Bay Housing Authority with the Brown County Housing Authority and review the City's options, advantages and disadvantages with this possible consolidation. (0:01:57)

R. Hallet explained that written legal opinions from the City of Green Bay Law Department and from Brown County Corporation Council were included in the packet.

C. Renier-Wigg stated that the GBHA could voice its opinion on the merger to be taken into consideration.

A motion was made by T. Refsguard and seconded by S. Srubas that the GBHA is not in favor of combining the BCHA and GBHA into one entity and to receive and place on file. Motion carried.

3. Consideration with possible action on a change to the location of the GBHA meetings. (0:06:16)

C. Renier-Wigg stated that this topic was discussed at the last meeting. Since then, she contacted the City Attorney to review the rules of public meetings. She stated that this meeting

must be made public and showed concern about the access to Mason Manor as it is a secured entry building. She also stated that having the meetings at City Hall would further open the meetings to community members and would provide equipment to video-record meetings, increasing exposure. Finally, the board would still have the ability to schedule occasional meetings at Mason Manor.

A motion was made by T. Refsguard and seconded by S. Srubas to open the floor. Motion carried.

J. Fitzpatrick stated that many residents are not aware that GBHA meetings are open to the public. She also suggested that the second floor of Mason Manor be unlocked during the monthly meeting time for easier access.

C. Renier-Wigg stated that the GBHA should represent more than Mason Manor. She would like to spread positive awareness for affordable housing in Green Bay by making the meetings more accessible to the public.

A motion was made by T. Refsguard and seconded by S. Srubas to close the floor. Motion carried.

J. Valentine shared that the Mason Manor staff is willing to drive Commissioner N. Lund to the monthly meetings should they be moved to City Hall.

A motion was made by S. Srubas and seconded by T. Refsguard to move the GBHA meetings to City Hall. Motion carried.

NEW BUSINESS:

4. Consideration with possible action on submission of GBHA's fiscal year end financials. (0:14:33)

J. Valentine shared the unaudited information as of June 30, 2017, from S. Schmutzer that needs to be uploaded to HUD's website no later than two months after the close of the GBHA's fiscal year. Some minor adjustments may still need to be made as updated information comes in, but the totals will remain the same. She also asked the Authority if they would like to approve the unaudited version before it goes to auditing, or to wait until it has gone through the audit to approve it.

S. Srubas stated that he did not think it was necessary to review and approve the financial information twice.

A motion was made by S. Srubas and seconded by T. Refsguard to give C. Renier-Wigg the authority to approve the unaudited financial statements and then allow the Authority to review the statements after they have been audited. Motion carried.

5. Consideration with possible action on award of Scattered Site Lead Based Paint testing contract to Green Bay Lead Inc. (0:18:22)

R. Hallet stated that the \$8,400 needed for this testing was granted in May, but the low bidder, who was awarded the contract, was unable to obtain the insurance necessary. The GBHA would like to move on to the next lowest bidder, Green Bay Lead Inc. which is now owned by NeighborWorks® Green Bay. NeighborWorks® agreed to honor the original bid that Green Bay Lead Inc. had given the GBHA with a stipulation. That being if NeighborWorks® goes to a site to

perform the testing and an individual is not present to allow them on the property, they will charge an additional \$100 for their time. The GBHA didn't perceive this as an issue as a GBHA staff member will be at each of the inspections.

J. Valentine stated that the reason why this bid is higher than the low bidder originally awarded is because NeighborWorks® has the appropriate insurance to perform this testing and newer technology for more accurate results.

A motion was made by N. Lund and seconded by S. Srubas to award the contract to NeighborWorks® Green Bay for \$8,400 to provide lead paint testing with the addendum of a \$100 fee if there is no one present to allow testers on the site when they come to inspect. Motion carried.

FINANCIAL REPORT AND BILLS:

6. Consideration with possible action on acceptance of GBHA bills. (0:23:39)

J. Valentine shared that there was nothing out of the ordinary for this month's bills. Two names were blocked out to respect the privacy of two previous tenants who received a portion of their security deposit back after they moved out.

A motion was made by S. Srubas and seconded by N. Lund to accept the GBHA bills. Motion carried.

7. Consideration with possible action on acceptance of GBHA financial report. (0:25:08)

J. Valentine stated that the GBHA is one month into the fiscal year, so there was nothing of concern to report at this time.

S. Srubas inquired why it appears there is a \$500,000 discrepancy between year-to-date and budget.

R. Hallet clarified that considering we are only one month into the new fiscal year, the year-to-date number reflects just one month's worth of income or expenses, whereas the budget is for the entire year. Since this report only shows one month of data for the beginning of the fiscal year, very little of the budget has been used. The budgeted amount and the amount used will become closer as the year goes on.

C. Renier-Wigg suggested that S. Schmutzer clarify this information at the next meeting by training the commissioners on how to read the fiscal reports.

A motion was made by S. Srubas and seconded by T. Refsguard to accept the financial report as presented. Motion carried.

ADMINISTRATOR'S REPORT AND INFORMATIONAL

8. Langan Report for the Month of June and July, 2017. (0:32:35)

R. Hallet stated that Langan was unable to get the report from June to her by the June meeting; therefore, reports for both months are being presented now.

9. Occupancy Report for the month of August, 2017. (0:34:02)

J. Valentine stated that quite a few units are going to become available within the next month due to many residents moving into nursing homes. There have been 16 units vacated in the past 3 months. She hopes to get these units leased up as soon as possible. Because of this, the next report from Langan will show an increased number of background checks conducted.

T. Refsguard mentioned that she sees several terminations for noncompliance with the no smoking policy on the occupancy report. She commented that she sees a lot of residents smoking on Mason Street. R. Hallet explained that the new campus-wide no smoking policy had the unintended effect of causing some neighboring property owners to be upset about residents smoking near their property. As a result, staff evaluated appropriate places that residents could go to smoke, which Mason Street was one of the only options.

10. Housing Update Report. (0:36:28)

K. Vang shared that Mason Manor had a celebratory pizza party to celebrate the great numbers after the previous bedbug inspection. Staff received several thank-yous from residents. Staff also issued a lock-out fee policy: Residents will be charged \$5 for each lockout during business hours and \$10 for each lockout in the evening. Staff gave the residents lanyards to keep their keys on them. She also reported that drones were recently flown around the Mason Manor building to capture pictures of the masonry work. This was of great interest to the residents and it provided staff an opportunity to explain drones to the residents.

11. Update on bedbug situation. (0:39:07)

J. Valentine shared that there have been no new reports of infestation. The next inspection in September will reveal if the previously infested units have been cleared.

R. Hallet shared that the next GBHA meeting will be pushed back by a week. It will occur on September 28th 10:30 a.m. at City Hall Room 604.

A motion was made by T. Refsguard and seconded by S. Srubas to adjourn at 11:28. Motion carried.

LNC:RAH